

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency

Room 3416, 700 West Capitol Avenue

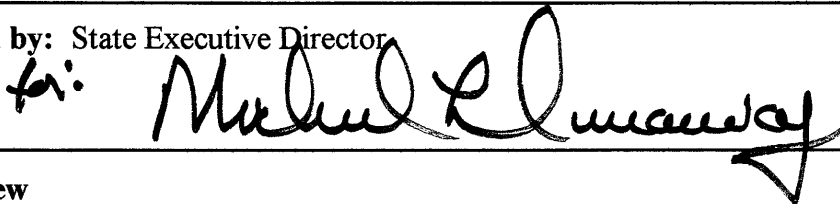
Little Rock, Arkansas 72201

AR NOTICE PM-440

For: All FSA County Offices

Arkansas Vacancy Announcement – Merit Promotion

Approved by: State Executive Director

for: 

1 Overview

A

Background

This notice provides job opportunity to FSA GS/CO employees.

B

Purpose

The purpose of this notice is to transmit a vacancy announcement for Loan Specialist (Agricultural), GS-1165-12, Farm Loan Manager. The position is headquartered in Helena, Arkansas, and serves Phillips and Lee counties.

C

Action

Post the vacancy announcement on the bulletin board or other prominent place in the office.

Disposal

June 1, 2003

01/07/03

Distribution

All County Offices



[Job Search](#) • [USAJOBS by Email](#) • [FAQs](#) • [Forms](#)

Use back on your browser to return to the Job Record

www.USAJOBS.opm.gov, the U. S. Government's official source of job information, provides this information at no cost.

**UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY**

**VACANCY ANNOUNCEMENT
MERIT PROMOTION**

ANNOUNCEMENT IDENTIFICATION NUMBER: UK164161AR

OPENING DATE: Jan 03, 2003

CLOSING DATE: Jan 23, 2003

POSITION TITLE, SERIES AND GRADE: Loan Specialist (Agricultural),
GS-1165-12

PROMOTION POTENTIAL: None

SALARY: GS-12, \$51,508.00 pa., an additional 8.64% locality pay is applicable.

This is a Career/Career Conditional position.

DUTY LOCATION: HELENA, AR - 1 vacancy

EMPLOYING AGENCY: ARKANSAS STATE FSA OFFICE

AREA OF CONSIDERATION: Restricted to permanent FSA federal/county employees nationwide.

FARM SERVICE AGENCY (FSA) COUNTY EMPLOYEES: Permanent County Employees without prior federal tenure who are selected for a Civil Service position under Pub. L. 105-277 will be given a career-conditional appointment and must serve a 1-year probationary period. After 3 years of service, employees will be eligible for conversion to career status.

CONTACT: Any questions should be directed to (816) 926-6669. TDD Number (800) 735-2966.

APPLICATION MATERIALS MUST BE RECEIVED BY THE CLOSE OF BUSINESS (5:00 PM CENTRAL TIME) ON THE CLOSING DATE OF THE ANNOUNCEMENT. YOU WILL LOSE CONSIDERATION IF YOUR APPLICATION PACKAGE DOES NOT PROVIDE ALL THE INFORMATION REQUESTED IN THIS ANNOUNCEMENT. DO NOT ATTACH POSITION DESCRIPTIONS, AWARDS, MANUSCRIPTS, PERSONAL ENDORSEMENTS, OR OTHER UNSOLICITED MATERIAL. Your application materials will not be returned. Do not submit original documents that you may need in the future.

MAJOR DUTIES: Manages and directs the Farm Loan Programs administered in one or more USDA Service Centers providing services to one or more counties in the State. The Farm Loan Manager serves as the Service Center technical authority on the Farm Loan Programs and the primary point-of-contact on all farm loan issues addressed in the counties serviced.

The selectee has delegated loan approval authority and performs the full range of loan specialist duties, attends public meetings with various groups and associations, and performs public relations and outreach efforts in the geographic areas serviced. The position requires knowledge of the technical and administrative concepts, principles, and practices of farm loan and financial management, and knowledge of farm operations, land use and value, and production and marketing of various crops and livestock.

QUALIFICATION REQUIREMENTS: At the GS-12 grade level, one year of specialized experience equivalent to the GS-11 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Experience that demonstrated competence in agricultural loans. Experience may have been gained in such work as reviewing and passing upon applications for various kinds of agricultural operations representing all types of ownership (i.e., single owner, partnerships, and corporations, etc.); servicing an agricultural loan portfolio of a bank or other loan association. In addition, this experience must demonstrate a comprehensive knowledge and understanding of the technicalities of farm financing and credit; farm operations, land use and value; production of various types of crops and livestock, and prices and markets in the farming area where loans are made and serviced.

THE SUBSTITUTION OF EDUCATION IS NOT QUALIFYING FOR THE GS-12 GRADE LEVEL.

TIME-IN-GRADE REQUIREMENTS: To meet time-in-grade requirements, applicants for the GS-12 position, must have served at no lower than grade GS-11 during the preceding year under any type of appointment, or have met the requirements at some time previously.

BASIS FOR RATING: Ratings will be based on responses to the occupational questions in this document. Please follow all the instructions carefully. Errors or omissions may affect your score.

Please note: If a determination is made that you have rated yourself higher than is supported by your description of experience and/or education OR that your application is incomplete, the following will take place. After a review of all the experience and training, a final score will be assigned for your total experience including education and training.

IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (CAREER TRANSITION ASSISTANCE PLAN - CTAP)

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) must be well-qualified for the position to receive consideration for special priority selection. CTAP eligibles will be considered well-qualified if achieving a rating of 70 or above.

Federal employees seeking eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP. Please annotate your application to reflect that you are applying as a CTAP eligible.

PRIORITY PLACEMENT ELIGIBILITY:

Priority placement services apply to employees:

- a. in tenure Group I and/or II (career and career-conditional);
- b. in the competitive service;
- c. who have a current, or last performance appraisal/rating of at least fully successful or equivalent;
- d. who are displaced or have been identified as surplus in a USDA Agency and who apply for a USDA vacancy in their current/former position's local commuting area;
- e. who apply for a vacancy that is at or below the grade level from which the employee may be or is being separated;
- f. who submits a complete application package for a specific vacancy announcement within the time frames described in the announcement.

HOW TO APPLY:

Your application package will consist of three separate components:

1. Qualifications and Availability FORM C (OPM Form 1203-FX)
2. Resume or Optional Application for Federal Employment (OF-612), or other written application format of your choice.
3. "Other" application materials (i.e., college transcripts, Notification of Personnel Action, SF-50/FSA-50, current performance appraisal (within 18 months), DD-214, etc.).

Please be sure to carefully read and follow the directions for each step.

STEP ONE - Complete and submit the FORM C. Submit your answers on-line via the USAJOBS web site.

1. Connect to the USAJOBS web site at <http://www.usajobs.opm.gov>
2. Scroll down to the lower right hand side of the screen. Click on Online Application /Questionnaire Enter .
3. Enter Vacancy ID UK164161 and click on "Submit" to begin the on-line application.

We highly encourage you to complete the FORM C using the on-line method since it is the most efficient way for us to process your responses. If you are unable to submit your responses on-line, refer to the alternatives described under Alternative Methods for Completing FORM C.

Instructions for answering the Occupational Questions in the FORM C:

Please use the following step-by-step instructions as a guide to filling out the required occupational questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

You must submit your on-line FORM C by close of business (5:00 pm, Central Time), on the closing date of the announcement.

Qualifications and Availability FORM C

Social Security Number

Required. Enter your Social Security Number in the space indicated.

Vacancy Identification Number

The Vacancy Identification Number is UK164161

This field does not appear on the on-line application. You would only need to enter it if using an alternative application method. See Item 2 under Alternative Methods for Completing FORM C.

1. Title of Job

This field does not appear on the on-line application. You would only need to enter it if using an alternative application method. See Item 2 under Alternative Methods for Completing FORM C.

2. Biographic Data

All biographic information is required, except for your telephone number and the contact time.

3. E-Mail Address

Your e-mail address is optional; you may enter it or leave it blank.

4. Work Information

Leave blank.

5. Employment Availability

Read the following questions and mark yes to those **applicable** to you.

Question 1. Are you a current permanent (non-temporary) **competitive** service employee of the FARM SERVICE AGENCY?

If your response is YES, then answer "Yes" to this question. If your response is yes, you must submit the Notification of Personnel Action, SF-50, that reflects permanent status.

Question 2. Are you a CURRENT Federal employee serving in a permanent position (non-temporary) at the GS-12 grade level or above or with promotion potential to the GS-12 grade level or above?

Are you a FORMER Federal employee who served in a permanent position (non-temporary) at the GS-12 grade level or above or with promotion potential to the GS-12 grade level or above?

If your response to either of the above questions is YES, then answer "Yes" to this question. If your response is yes, you must submit your Notification of Personnel Action, SF-50, or other official documentation to support your response.

Question 3. Are you a permanent FSA county employee?

If your response is YES, then answer "Yes" to this question. If your response is yes, you must submit the Notification of Personnel Action, SF-50/FSA-50 that reflects permanent status.

6. Citizenship

Are you a citizen of the United States?

7. Background Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

8. Other Information

Optional. You may leave this field blank.

9. Languages

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

10. Lowest Grade

Required. Enter - 12, the lowest grade level you will accept.

11. Miscellaneous Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

12. Special Knowledge

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

13. Test Location

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

14. Veteran Preference Claim

Required. Enter your claim for Veteran's Preference.

For items 15, 16, 17 and 18, enter date information in this format: MM/DD/YYYY

15. Dates of Active Duty - Military Service

A response to this question is required if you have claimed Veteran's Preference.

16. Availability Date

You may omit the availability date if you can begin work immediately. Otherwise, you must provide the date that you will be available for employment.

17. Service Computation Date

Optional. You may leave this field blank.

18. Other Date Information

Optional. You may leave this field blank.

19. Job Preference

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

20. Occupational Specialties

Required. Enter at least one occupational specialty code.

001 MERIT

21. Geographic Availability

Required. Enter at least one geographic availability location code. The location code(s) for this position is:

2125 HELENA, AR

22. Transition Assistance Plan

In this section indicate if you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP). Otherwise, leave Section 22 blank.

Note: To receive consideration for CTAP, you must submit the necessary supporting documentation. Refer to the vacancy announcement for additional information and instructions.

23. Job Related Experience

Optional. You may leave this field blank.

24. Personal Background Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

25. Occupational Questions

Respond to the following questions. Mark only one response for each question. Any experience claimed in response to the following questions MUST be supported by information in your written application (resume, OF-612, or SF-171). This information must be SPECIFIC, (i.e., duties, responsibilities, and accomplishments). Failure to provide this supporting documentation may result in receipt of a lower or ineligible rating.

1. From the description below, choose the letter that best describes the highest level of experience and/or education you have that demonstrates your ability to perform GS-12, Loan Specialist work. SELECT ONLY ONE LETTER.

A. I have at least one full-time year (12 months) of specialized work experience equivalent in difficulty and responsibility to the GS-11 grade level in the Federal service in agricultural loans. Experience may have been gained in such work as reviewing and passing upon applications for various kinds of agricultural operations representing all types of ownership (i.e., single owner, partnerships, and corporations, etc); servicing an agricultural loan portfolio of a bank or other loan association. In addition, experience must demonstrate a comprehensive knowledge and understanding of the technicalities of farm financing and credit; farm operations, land use and value, production of various crops and livestock, and prices and markets in the farming area where loans are made and serviced.

B. My experience is not described in the above response.

For each of the following tasks, choose the statement from the list of Level Descriptions below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25, Occupational Questions on the Form C. Please select only one letter for each item. LEVEL DESCRIPTIONS:

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing this task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

2. Serves on a national task force to resolve highly complex and diversified farm credit issues.

3. Plans, develops, directs and coordinates farm credit programs at the state level involving highly diverse and complex agricultural commodities and enterprises.

4. Participates in the development of new or substantially modified nation-wide policies, plans, and procedures for administering farm loan programs.

5. Recommends action relative to acquisitions, management, sale or liquidation of agricultural real estate, equipment, or other collateral that was security for defaulted loans.

6. Recommends solutions to resolve complex agricultural loan making problems.

7. Evaluates financial and credit risk factors involved in granting, guaranteeing, or insuring loans.

8. Exercises loan approval authority within delegated amounts.

9. Provides financial counseling to loan applicants.

10. Reviews agricultural loan applications.

11. Services all types of agency farm loans within amount of delegated authority.

12. Provides technical and administrative supervision to individual and group borrowers to assist in maintaining compliance with loan requirements.

13. Provides loan supervision and oversight of borrower accounts.

14. Provides credit counseling and other services related to settlement of loans.

15. Takes appropriate action to collect on loan accounts.

16. Advises and assists applicants, borrowers, farm customers and lenders with respect to liquidating assets or restructuring their business.

17. Improves access to programs through community outreach efforts and removal of barriers.

18. Provides guidance and leadership while serving on agency task force to review results of farm credit program activities at the national level.

19. Researches various laws and regulations governing partnerships, corporations, and enterprises of a complex or controversial nature to insure

sound farm loans.

20. Insures regulations are adhered to in complex cases such as bankruptcy, acquisitions, maintenance, and disposal of inventory property.

21. Reads and understands technical materials related to farm loan programs.

22. Searches for and extracts information from files, documents, reports, publications, recordings, or other materials.

23. Provides technical advice to applicants and borrowers on the selection, expansion, and use of farms, land development, improvements, organization of farm and rural enterprises, and other related matters.

24. Insures lending activities and decisions comply with legal requirements.

25. Recommends ways to meet the needs of socially disadvantaged applicants and borrowers.

26. Recommends settlement agreements to the appropriate approving authority.

27. Conducts briefings to recommend changes in farm program legislation at the national level.

28. Represents the agency at hearings or court proceedings on bankruptcies.

29. Presents formal training sessions to agency officials describing new procedures, techniques and trends in the agricultural/financial management field.

30. Serves as a member of a team or task force representing the agency and participating in the preparation of farm loan program policy.

31. Conducts interviews with loan applicants.

32. Works with borrowers to negotiate settlements.

33. Maintains cooperative relationships with representatives of other Federal, State, and local agencies.

34. Maintains cooperative relationships with representatives of commercial enterprises, banks or lending institutions.

35. Maintains cooperative relationships with rural community groups.

36. Conducts outreach to new and under-served client groups.

37. Visits borrowers to review compliance with planned operations, construction, land development, and security requirements.

38. Motivates clients and contacts to accept and act upon agricultural and credit recommendations.

39. Serves on a national task force to analyze and resolve highly complex and diversified farm credit issues.

40. Analyzes individual loan dockets and farm and home plans for adequacy and compliance with policies and procedures.

41. Participates in agricultural bankruptcies, foreclosures, appeal cases, debt settlement, liquidation, voluntary conveyance transfer and assumptions.

42. Determines property value.

43. Analyzes accounts and determines feasibility of borrower graduation.
44. Identifies and recommends agricultural practices and marketing strategies.
45. Advises farmers and ranchers on operating choices.
46. Analyzes and interprets financial information.
47. Conducts evaluations, examinations, or other fact-finding studies to obtain information.
48. Ensures that activities, services and products reflect organizational goals and objectives.
49. Establishes and administers financial controls for disbursement, distribution, use of loan and non-loan funds, maintenance of security property and insurance, and other detailed accounts.
50. Serves on agency task force preparing written analysis and recommendations for changes in farm credit program provisions.
51. Prepares appraisal reports, investigative reports, policies, procedures, and briefing of a highly technical nature.
52. Provides written information about opportunities, services or resources.
53. Provides written information and program eligibility requirements regarding the agency Farm Loan Program and other FSA programs.
54. Prepares complex financial statements or reports.
55. Ensures that there is a logical arrangement of information in correspondence, reports, articles, or other materials.
56. Notifies individuals in writing of decisions, problems, or further actions needed.¹

After you submit your on-line FORM C you will receive a "Thank You" message stating that your application for Vacancy UK164161 has been received. You should now proceed to Steps Two and Three of the vacancy announcement to find out how to submit your resume and other application materials.

Alternative methods for Completing FORM C

1. Submit your answers via telephone (long distance charges may apply):
 - a. Dial 1-478-757-3135
 - b. Listen and follow the instructions
 - c. Enter Vacancy ID Number43164161 (Note: number appears different than elsewhere in this vacancy announcement to enable telephone application system to process your application)
 - d. Enter your Social Security Number
 - e. Some questions require a yes or no answer. Enter 1 for Yes; 2 for No.
 - f. Follow the instructions under "Instructions for answering the Occupational Questions in the FORM C" for the rest of the items. To record your responses to the occupational questions, you must use the numbers on the telephone keypad by selecting 1 for A; 2 for B; 3 for C; 4 for D; 5 for E, etc. When you have finished entering your responses to the questions, you will be given a chance to review and correct your responses.

OR

2. Submit you answers via paper application FORM C (OPM Form 1203-FX): Paper application forms are available to those who are unable to complete the

on-line application or telephone application process. Please apply on-line or by telephone if possible. Using paper application forms may delay the processing of your application.

To obtain the FORM C (OPM Form 1203-FX) on the web, you can:

Print the form from <http://www.opm.gov/form/s/pdfimage/opml203fx.pdf>

Note: You can also obtain this form from the Office of Personnel Management (OPM) main web page. The OPM main web page is located at www.opm.gov. Click on these Forms; Office of Personnel Management (OPM) Forms; and finally OPM 1203 FX.

OR

To obtain the form by phone via USAJOBS, follow these steps:

1. Call USAJOBS by Phone at (478) 757-3000
2. After the introductory message, press 1 to begin
3. At the main menu, select 3 to request forms and then 1 to begin recording
4. At the prompt, enter your zip code
5. At the next prompt, ask for FORM C (OPM Form 1203-FX)
6. At the next prompt, record your name, address and telephone number
7. The system will allow you to review and change your request, address and telephone. When you are ready, press 3 to save your request. The form will be mailed to you.

To complete the paper FORM C, follow the instructions under "Instructions for answering the Occupational Questions in the FORM C." Be sure to enter your Social Security Number and the Vacancy Identification Number UK164161 at the top of each of the six pages of the form.

Mail the completed FORM C to: USOPM Technology, ATTN: VacancyUK164161 , 4685 Log Cabin Drive, Macon, GA 31204-6317.

STEP TWO - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. Be sure you provide all of the information requested below:

Job Information:

- Vacancy Identification Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received and identified as semester or quarter hours.

Work experience for each paid and non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments (i.e., If you describe more than one type of work, write the approximate percentage of time you spent doing each).
- Number of hours per week.
- Employer's name and address.

- Supervisor's name and phone number.
- Starting and ending dates of employment (month, day and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

STEP THREE- Submit other application materials, as necessary.

- You **must** submit a copy of your college transcript to verify successful completion of degree, college course work and/or grade point average when: a) this announcement has a basic education requirement and/or; b) you are substituting education for specialized experience (**FAILURE TO DO SO WILL RESULT IN AN INELIGIBLE RATING**)
 - If you are applying for Veteran Preference, submit evidence of eligibility, such as: DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.
 - If you are or have been a Federal employee or permanent FSA County employee, please submit proof of competitive status (SF-50/FSA-50, Notification of Personnel Action, i.e., career/career-conditional appointment; permanent highest grade held).
 - In addition, current Federal employees must submit their most recent or last performance appraisal (within 18 months) or a statement advising why the performance appraisal is unavailable.

How to submit your resume and other application materials

When you have completed your resume as requested in Step Two, and assembled the materials requested in Step Three, mail your resume and other application material to:

**U.S.D.A. Farm Service Agency
KANSAS CITY ADMINISTRATIVE OFFICE
KC Human Resources Division, Stop 8398
ATTN: Vacancy Identification Number UK164161AR
6501 Beacon Drive
KANSAS CITY, MO 64133-4675**

You may also submit you resume and other application material via fax using the following fax number: (816) 926-3638 (**DO NOT FAX YOUR FORM C TO THIS NUMBER**).

Mail the completed paper FORM C to:

**USOPM Technology
ATTN: Vacancy UK164161
4685 Log Cabin Drive
Macon, GA 31204-6317**

(Do not mail a Form C if you completed it on-line or by phone.)

Please indicate on you resume whether you answered the FORM C on the USAJOBS web site by phone, or via the paper application FORM C (OPM Form 1203-FX).

ON-LINE RESUME OPTION: You may submit your resume for this vacancy

announcement on-line. To do so, connect to the USAJOBS web site at www.usajobs.opm. Job Openings area and conduct an alphabetical job search to locate this vacancy UK164161; scroll down the vacancy announcement to the Submit Resume On-line page. Click on the Submit Resume On-line link and it will take you to our on-line Resume Builder. You can then click on Register to use the Resume Builder to create a resume on the system. Or, click on Edit if you wish to edit and submit a resume that you already have on file in the Resume Builder. Click on the submit button to send your resume.

After you complete and submit the on-line application, you should receive a "Thank You" message stating that your on-line application has been successfully submitted. If you do not receive this message, please submit again as this indicates that your resume has not been received.

Electronic resumes must be received by the close of business (5:00 pm Central Time) on the closing date of the announcement.

NOTE: Submission of a resume electronically from the Resume Builder may not be a complete application. Many positions require the completion of additional forms and/or the submission of supplemental materials. Please carefully review the complete vacancy announcement for full "How to Apply" instructions.

Failure to provide the required information and/or materials may result in your not being considered for employment.

However you choose to submit, your resume and other supporting documentation must be received by THE CLOSE OF BUSINESS (5:00 pm Central Time) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.

Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact the OPM service center. If you need accommodation during the hiring process, contact the hiring agency. (USDA's Target Center at 202-720-2600, voice or TDD). The decision on granting reasonable accommodation will be on a case-by-case basis.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.

APPLICATIONS ARE NOT SCREENED FOR ALL REQUIRED FORMS BEFORE DETERMINING MINIMUM QUALIFICATIONS; THEREFORE, IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT ALL REQUIRED FORMS ARE RECEIVED IN THE OFFICE BY THE CLOSE OF BUSINESS ON OR BEFORE THE CLOSING DATE OF THIS ANNOUNCEMENT.

IN ACCORDANCE WITH 39 U.S.C. SECTION 415, USE OF POSTAGE-PAID GOVERNMENT AGENCY ENVELOPES TO FILE JOB APPLICATIONS IS A VIOLATION OF FEDERAL LAWS AND REGULATIONS. APPLICATIONS SUBMITTED IN POSTAGE-PAID GOVERNMENT ENVELOPES **WILL NOT BE ACCEPTED.**

□



To submit an online résumé for this announcement, select the link to our on line [Résumé Builder](#). You can use the Builder to create a résumé on the system or to edit and submit a résumé that you already have on file. Please be sure to follow all instructions in How to Apply to assure that you will be considered for this employment opportunity.

[Employer Services](#) • [Site Survey](#) • [Contact Us](#) • [Privacy Policy](#)

This is a United States Office of Personnel Management web site. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.